



	<b>REPORT No.: 2019-01</b>
<b>MEETING DATE: JANUARY 10, 2019</b>	<b>DATE PREPARED: DECEMBER 10, 2018</b>
<b>SUBJECT: COMMUNITY HOMELESSNESS PREVENTION INITIATIVE ADVISORY TABLE – REVISED TERMS OF REFERENCE</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2019-01 (Housing Services Division), we approve the revised Term of Reference for the Community Homelessness Prevention Initiative (CHPI) Advisory Table as presented;

AND THAT the Chief Administrative Officer be authorized to amend the Terms of Reference with respect to Housekeeping items as may be required from time to time;

AND THAT any necessary by-law be presented to the Board for approval.

**REPORT SUMMARY**

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with a revised Terms of Reference (ToR) for the Community Homelessness Prevention Initiative (CHPI) Advisory Table within the District Of Thunder Bay.

**BACKGROUND**

CHPI is a 100 per cent provincially-funded investment that allows Service Managers to use flexible program funding to develop homelessness programs tailored to their communities' needs.

Service Managers may use the CHPI funding to address local priorities and better meet the needs of individuals and families who are homeless or at risk of becoming homeless. CHPI provides flexibility to use the funding for any of the four broad service categories:

- Emergency Shelter Solutions
- Housing with Related Support
- Other Services and Supports
- Homelessness Prevention

The purpose of the TBDSSAB CHPI Advisory Table is to review current CHPI programs and funding agreements and to identify new opportunities for the Board's consideration and to assist the Board in meeting its obligations under the CHPI Program Guidelines and Service Agreement.

The ToR outlines expectations of the Table membership, objectives and decision making principles. The initial CHPI Advisory Table ToR were approved by the Board at the April 20, 2017 meeting (Resolution No. 17/46).

**COMMENTS**

In reviewing the CHPI Advisory Table ToR, there were several small areas where improvements were identified, including position titles and wording. The Board has granted authority to the Chief Administrative Office to make 'housekeeping' changes to the ToR as required.

It was also identified that there would be advantages to extending the term of appointment for Table members from 1-year to 2-years. A change of this nature would require approval by the Board.

The primary advantages for extending the term of appointment to 2-years include reducing the orientation of new Table members on an annual basis and benefiting from the expanded knowledge and understanding of CHPI matters by Board members. As CHPI Advisory Table meetings may be scheduled semi-annually, the continuity of longer appointments should allow for better participation from the members.

Additionally, a 2-year appointment would reduce the time spent on recruitment of Table members, both from the Board and from the community.

**FINANCIAL IMPLICATIONS**



There are no direct financial implications associated with the approval of the revised Terms of Reference.

**CONCLUSION**

It is concluded that the revised Terms of Reference for the CHPI Advisory Table be approved as presented.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 – [CHPI Advisory Table Terms of Reference – DRAFT Revised December 10, 2018](#)

<b>PREPARED BY:</b>	Ken Ranta, Director, Housing Services Division The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Ken Ranta, Director, Housing Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

The District of Thunder Bay Social Services Administration Board

**TBDSSAB #BRD-01:97**

<b>POLICY</b>	SECTION <b>BOARD – GENERAL</b>
	SUBJECT <b>TERMS OF REFERENCE CHPI ADVISORY TABLE</b>

**AUTHORITY**

TBDSSAB Resolution No. 17/46.

**INTENT OF POLICY**

The purpose of The District of Thunder Bay Social Services Administration Board’s (TBDSSAB or the Board) Community Homelessness Prevention Initiative (CHPI) Advisory Table is to meet in order to review current CHPI programs and funding agreements and to identify new opportunities to assist the Board in meeting its obligations under the CHPI Program Guidelines and Service Agreement.

The Board Governance and Procedure By-law (Section 34) states that an Advisory Table may be established by the Board to examine, develop, administer, implement, report upon and recommend initiatives and programs of the TBDSSAB within the jurisdiction of the Board.

**POLICY**

MEMBERSHIP / STRUCTURE

The composition of the CHPI Advisory Table may include members of the Board, members of District municipal councils and members of the general public. The Table shall be comprised of the following membership:

- Maximum of two members of the Board, appointed by the Board;
- Maximum of six Stakeholder members comprised of members of District municipal councils and members of the community with broad experience in housing and homelessness;
- Chief Administrative Officer (CAO) (ex-officio);
- Director - Housing Services Division;
- Manager, Housing and Homelessness Programs;
- Two additional staff as determined by the CAO.

The Table shall have a maximum membership of 13 people and a minimum of seven people. Meeting quorum shall be 50% + 1 of the appointed membership. The Table will be chaired by the Director – Housing Services Division.

IMPLEMENTATION / BOARD APPROVAL DATE:

**April 20, 2017**

REVISION DATE(S): (Hskpg – 2017May17 Add Policy) (Hskpg-2018Dec10)

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Notice of nominations for the Stakeholder positions will be distributed broadly. Nominations will be reviewed and selected by the Table Chair in consultation with the Manager, Housing and Homelessness Programs and any Board members chosen to sit on the Table.

The Table shall be established for a one two-year term (January – December).

Continuation of the Table will be at the discretion of the Board.

Staff resources, as ex-officio members, required to support the work of the table will be determined by the Table Chair in consultation with the CAO.

### FREQUENCY OF MEETINGS

The CHPI Advisory Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Chair. Meeting dates will be established to meet the information and reporting requirements of the Board and the CHPI program. Meetings will be held at the TBDSSAB main office building.

Minutes of the CHPI Advisory Table will be recorded and submitted to the Board as a whole for information only.

### MANDATE OF THE COMMITTEE

#### **Knowledge**

- The Table members shall keep abreast of any significant developments in the fields of Social Housing, Affordable Housing, Homelessness Prevention and CHPI program guidelines.
- The Table members shall be aware of TBDSSAB's 10-Year Housing and Homelessness Plan and reference this plan in the context of CHPI program initiatives.
- The Table shall be made aware of operational and fiscal implications of any new provincial government directives, initiatives, or changes to relevant legislation and regulations.

#### **Risk Management**

- The Table may be advised of any significant problems arising out of the management of the CHPI program administered by TBDSSAB and delivered by external organizations.

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## Proposals

- The Table may review and provide input on Administration's proposals to the Board regarding the use of CHPI funding allocations received by the TBDSSAB. These proposals may address service gaps or respond to strategic social and affordable housing directions.

## Advocacy

- The Table will be apprised of any systemic issues and barriers impacting on the local service delivery system and the availability and accessibility to affordable housing. The Table may make recommendations to the Board for advocacy initiatives to address these issues and barriers.

## Research and Development

- The Table will be kept abreast of any stakeholder collaborations being conducted by TBDSSAB staff to identify issues and improve the social housing delivery system service related to the CHPI program.
- The Table will review information and provide feedback on provincial and federal government homelessness prevention and housing policies, programs, funding and procedures related to the CHPI program.
- Other matters as delegated to the Table by the Board.

## REMUNERATION

The CHPI Advisory Table membership shall not be remunerated for their participation and service on the Table in accordance with the Remuneration for Board Members Policy. However, if required, members will be reimbursed for travel, meal and accommodation expenses in accordance with the Travel and Business Expense Policy.

## CONFLICT OF INTEREST

All members of the CHPI Advisory Table are required to declare to the Chair any actual, potential or perceived conflict of interest arising in regard to any matter under discussion by the Table.

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## CONFIDENTIALITY, COMMUNICATIONS, CONSULTATIONS AND ACCESS TO INFORMATION

Confidentiality, communications and consultation require balancing among the following objectives:

- Provide a confidential forum for open discussion that enables broad consideration of a range of issues and options.
- Open communication with the broader housing sector concerning social housing and homelessness matters.
- Opportunities for broader input and engagement on specific issues to enhance the work undertaken by the Table.

In order to create a climate of open dialogue, members must keep detailed conversations at the Table confidential. However, recognizing the importance of multiple perspectives, participants will be encouraged to discuss the broad themes with relevant contacts in their respective organizations and communities.

There will be issues under consideration of the Table that may benefit from a broader consultation process. The Board will welcome advice from the Table on which issues would benefit from broader consultation. Consultation activities will be led by the Board.

Members agree that materials used to support and facilitate the discussions are working documents, and that their distribution will be limited to the Table membership.

All materials produced by the Table, including research analysis, reports and advice, remain the property of TBDSSAB.

Documents related to the work or support for the Table will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

All Table members will be required to sign a Confidentiality Agreement.

### **RELATED POLICIES AND PROCEDURES**

By-law Number 01-2017 TBDSSAB Governance and Procedural By-law

POL BRD-01:82 Remuneration for Board Members

POL CS-02:85 Travel and Business Expense